## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14 CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC C SCDC POSITION #: 011611

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: MEDICAL SUPPORT, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

BAND: 03 SALARY RANGE \$ 021063 - \$ 038975 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 022782 - \$ 036053 SCEIS POSITION #: 61022986

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

## AGENCY PREFERRED QUALIFICATIONS:

TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MUST HAVE PERSONAL COMPUTER AND/OR CRT EXPERIENCE.

## DESCRIPTION OF DUTIES:

COMMENTS:

SERVES AS ADMINISTRATIVE SUPPORT TO THE DIRECTOR OF SUPPORT SERVICES, DIVISION OF HEALTH SERVICES. ASSISTS WITH CREATING AND UPDATING NEW AND EXISTING CONTRACTS. PREPARES LETTERS, MEMOS, REPORTS AND OTHER CORRESPONDENCE AS DIRECTED. ASSISTS WITH PROJECTS AS REQUIRED. MAINTAINS ACTIVE AND INACTIVE FILES OF VARIOUS REPORTS AND SPREAD SHEETS. PERFORMS OFFICE DUTIES TO ENSURE EFFICIENT OPERATION OF THE DIVISION TO INCLUDE ANSWERING TELEPHONES AND KEEPING CALENDAR OF MEETINGS, ETC. CHECKS MEDICAL ENCOUNTERS AND PRICES. APPROVES INVOICES FOR ACCOUNTS PAYABLE FOR PAYMENT. KNOWLEDGE OF CPT CODING PREFERRED. ACTS AS THE OFFICE HUMAN RESOURCES LIAISON.

PLEASE SUBMIT RESUME WITH APPLICATION FOR THIS POSITION.